

Announcement Number 27/14

Open to: All Georgian Students
Position: Intern for Financial Management Office (FMO)
Opening date: 6 May 2014
Closing Date: 20 May 2014
Work Hours: Part-time, 20-30 hrs per week
Length of Hire: 6 months

NOTE: All information and statements submitted for an internship vacancy are subject to verification. Any willful misstatements will result in elimination for internship consideration, and if the individual is hired, subject to immediate termination irrespective of the length of internship.

Applicants should indicate the name of position for which they are applying for at the top of CV.

IMPORTANT NOTICE:

**This is NOT an offer of Federal Employment;
There will be NO benefits;
There will be NO COMPENSATION;**

MAJOR DUTIES AND RESPONSIBILITIES:

The primary duties of this position will be clerical and administrative, involving Financial Management processes and functions. The incumbent will gain general office and Financial Management experience through assisting the Vouchering personnel staff with handling and filing documentation, using ARIBA to print out supporting POs and other documents for a payment voucher, entering data into Accounts Receivable database, drafting and sending out memos and notifications to the customers. This position may also assist with other tasks as required.

QUALIFICATIONS REQUIRED:

- Must be an undergraduate student at any higher education institution in Georgia and be advanced in his/her studies towards a university degree with a major including Financial, Accounting, Economic or Business Administration field;
- English level III - Good; Georgian level IV – Fluent;
- Good working knowledge of MS Office Suite, advanced knowledge of MS Excel;
- In addition to these qualifications strong numerical and communication skills are required.

TO APPLY:

Interested applicants for this position must mail or fax the following to HR Office:

- (i) Resume / CV (in English);
- (ii) Statement of Interest (in English);
- (iii) Written permission on internship from university/graduate school (preferable in English);
- (iv) Letter of recommendation (preferable in English);
- (v) Transcript of academic studies (preferable in English).

MAIL APPLICATION TO:

Human Resources Office
11 George Balanchine Street
Tbilisi, Georgia
Zip Code: 0131
Fax: (995-32) 277707
E-mail: HROTbilisi@state.gov;

Closing Date for this position is: 20 May, 2014
Embassy Tbilisi is an Equal Opportunity Employer

Conard C. Hamilton
Human Resources Officer